

COMMUNITY HOUSE LIMITED
(A Company Limited by Guarantee)

REPORT AND FINANCIAL STATEMENTS

For the year ended 31st March 2015

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COMPANIES HOUSE

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Community House Limited
(A Company Limited by Guarantee)

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Company Information

Board of Trustees	Mrs Elaine McDonagh (resigned 31.05.2015) Mrs Kay Lawrence (resigned 03.02.2015) Pastor Paul Martin Dr Andrew Gill Mr David Simpson Mrs Valerie Rose Mr William McGrouther (appointed 22.12.2014) Mrs Colleen Kerr (appointed 22.12.2014) Ms Nichola Baird (appointed 22.12.2014, resigned 23.10.2015)
Secretary	Mr William McGrouther (appointed 22.12.2014)
Scottish Charity Number:	SC035942
Company Number:	SC268613
Registered Office	23 Maree Court Alloa FK10 1QE
Accountants:	Atkinson & Co Limited Victoria House 87 High Street Tillicoultry FK13 6AA
Bankers:	Royal Bank of Scotland 19 High Street Alloa FK10 1JF

**Community House Limited
(A Company Limited by Guarantee)**

Report of the Board of Trustees (incorporating a directors' report)

For the year ended 31st March 2015

For the purposes of company law the trustees are directors of the company. The Trustees report includes the Directors' report. The accounts for the year have been prepared in accordance with the accountancy procedures acceptable to OSCR.

The charity is registered in Scotland SC35942 and is also a company limited by guarantee with company number SC268613, governed by the memorandum and articles of association.

Aims and Purposes

The aim of Community House is to improve the quality of life of the residents in an area of multi-deprivation in Alloa, Scotland. The organisation, initially set up by local churches, remains committed to the Christian ethos of acceptance and valuing all.

Over the years the scope of work has increased and it now operates in a block of what were four Council owned flats specially converted for Community House by Clackmannanshire Council.

Community House is open five days a week to provide support and activities for children, young people and adults which are geared to fulfil the aims of the House for these participants.

From local surveys it is recognised that all services need to be free, any charge, however small, inhibits the use of the services by vulnerable people. Approximately 286 people per year benefit from these activities.

Achievements and Performance

During the current year Community House continues to work in partnership with other agencies, particularly with The Princess Royal Trust for Carers and Park Primary School, where the Project Manager visits various classes and leads school services.

The Management Committee is encouraged and impressed by the commitment and expertise of all the staff. In particular the Project Manager continues to do an excellent job in overseeing the project. She has adapted well to changing circumstances over the past year, encouraging and enabling new staff to use their skills to benefit the project and so the community. The whole staff, including volunteers, works well together.

The Project has been encouraged to develop and consider the future while continuing to provide a stable and welcoming environment for its varied users.

Report of the Board of Trustees (cont.)

The year end 2015 accounts show a reasonable financial position.

The total income for the year 2014/15 was £121,699.

The total expenditure for the year was £121,859.

The shortfall was covered by funds accrued in the previous year.

The balance of funds at the end of the year was £ 117,754

This agrees with the Budget agreed at the start of the financial year. Funding is in place for the next financial year.

Reserves

Community House aims at holding an unrestricted reserve of 4 months operating budget. The current reserves meet that requirement.

Management

Pastor Paul Martin continues to sit as chair of the Management Committee.

The Directors serving at the end of March 2015 were:

Pastor Paul Martin	Chairman
Mr William McGrouther	Company Secretary
Mrs Valerie Rose	Treasurer
Mrs Elaine McDonagh	Trustee
Mr Andrew Gill	Trustee
Mr David Simpson	Trustee
Mrs Colleen Kerr	Trustee
Ms Nichola Baird	Trustee

Staff

Mrs Elaine McDonagh has continued in the post of Project Manager.

During the year Cara Kane was employed as Project Assistant but left the employment of Community House to move onto another field of work. During the year Sandra Quigley retired from her position as Administrative Assistant.

Report of the Board of Trustees (cont.)

The staff compliment at the year end is:

Elaine McDonagh	Full time Project Manager
Sharlene Haggart	Part time Project Worker
Sharlene Haggart	Part time Youth Outreach Worker
Kelly Snaddon	Part time Project Worker
Kelly Tadrowski	Part time Project Assistant
Angela Gardner	Part time Cleaner

We are also helped by a number of volunteers of whom nine consistently help in various activities. Community House also provides training opportunities for people from Clackmannanshire Council Supported Employment Services and Alloa Academy placements.

Staff Training/Qualifications

All staff are suitably qualified and met the requirements of the Scottish Social Services Council at the level of their individual job positions within Community House.

The Project Manager continues to monitor relevant legislation and to arrange appropriate training for staff and volunteers as well as providing oversight to all staff working at Community House.

~~Paul Martin~~ PAUL MARTIN
.....
(Chairman)


.....
(Signature)

23/10/15
.....
(Date)

Independent Examiner's Report to the Board of Trustees of

Community House Limited
(A Company Limited by Guarantee)

For the year ended 31st March 2015

I report on the accounts of the charity for the year ended 31st March 2015 which are set out on pages 7 to 15.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation [10(1) (a) to (c)] of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

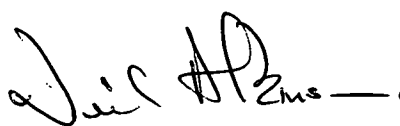
My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;
have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Victoria House
87 High Street
Tillicoultry
FK13 6AA



Neil Atkinson MA CA
Chartered Accountant (ICAS)

27.10.2015
Date

Community House Limited
Company Limited by guarantee
Statement of Financial Activities Incorporating an Income and Expenditure Account

For the year ended 31st March 2015

	Note	Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014 £
Incoming resources	2				
Incoming resources from generated funds					
Voluntary income		2588	118757	121345	127841
Investment income		354	-	354	342
Total incoming resources		<u>2942</u>	<u>118757</u>	<u>121699</u>	<u>128183</u>
Resources expended	3				
Cost of charitable activities		8907	111080	119987	143434
Governance costs		1872	-	1872	2934
Total resources expended		<u>10779</u>	<u>111080</u>	<u>121859</u>	<u>146368</u>
Net movement in funds before transfers		(7837)	7677	(160)	(18185)
Gross transfer between funds		-	-	-	-
Net movement in funds		(7837)	7677	(160)	(18185)
Opening balance at 1st April		70594	47320	117914	139874
Adjustment to opening balance		-	-	-	(3775)
Total funds as at 31st March		<u>62757</u>	<u>54997</u>	<u>117754</u>	<u>117914</u>

The notes on pages 10-15 form part of these accounts.

Community House Limited
Company Limited by guarantee
Company Number SC268613
Balance Sheet

As at 31st March 2015

	Note	Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014 £
Fixed assets					
Tangible assets	5	230	-	230	551
Current assets					
Cash at bank and in hand		64343	57320	121663	122315
Total current assets		<u>64343</u>	<u>57320</u>	<u>121663</u>	<u>122315</u>
Creditors: amounts falling due within one year	7	<u>1816</u>	<u>2323</u>	<u>4139</u>	<u>4952</u>
Net current assets		62527	54997	117524	117363
Total assets less current liabilities		<u>62757</u>	<u>54997</u>	<u>117754</u>	<u>117914</u>
Funds of the Charity					
Unrestricted funds		62757	-	62757	70594
Restricted funds		-	54997	54997	47320
Total funds	10	<u>62757</u>	<u>54997</u>	<u>117754</u>	<u>117914</u>

The notes on pages 10-15 form part of these accounts.

Balance Sheet
As at 31st March 2015

The Board of Trustees:

1. Confirm that for the year ending 31st March 2015 the company was entitled to the exemption under sub section (1) of section 477 of the Companies Act 2006.
2. Confirm that no notice requiring an audit had been deposited under section 476 of the Companies Act 2006 in relation to the financial statements for the financial period; and
3. Acknowledge their responsibility for:
 - a) Ensuring that the company keeps accounting records which comply with section 386 and section 387 of the Companies Act 2006; and
 - b) Preparing financial statements which give a true and fair view of the state of the company as at the end of the financial period in accordance with the requirements of section 396 Companies Act 2006, relating to financial statements, so far as applicable to the company.

Approved by the Board of Trustees and signed on its behalf:

Valerie Rose
Trustee name

Valerie Rose.
Signature

23 - 10 - 15.
Date

~~Paul Martin~~ Paul Martin
Trustee name

PM
Signature

23/10/15
Date

**Notes to the Financial Statements
For the year ended 31st March 2015**

1. Accounting policies

Basis of Accounting

The financial statements have been prepared under the historic cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice (2005) and the Charities Accounts (Scotland) Regulations 2006.

Incoming resources

These are included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources; the Trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Where incoming resources have related expenditure (as with fundraising) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

The value of any voluntary help is not included in the accounts but is described in the Board of Trustees Annual Report.

Investment income is included in the Accounts when receivable.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs include the cost of preparation and examination of Statutory Accounts, the costs of Trustee meetings and cost of any legal advice to the Trustees on governance or constitutional matters.

Unrestricted Funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Assets and depreciation

Tangible fixed assets for use by the charity are capitalised if they can be used for more than one year. They are valued at cost or a reasonable value on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life on the following bases:

Fixtures & Fittings	25% per annum reducing balance method
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Community House Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements

For the year ended 31st March 2015

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
2. Analysis of Incoming Resources				
Voluntary income				
Donations and legacies				
Appeals and donations	2588	-	2588	11414
Grants				
Clackmannanshire Council	-	38180	38180	38180
Children in Need	-	42079	42079	40906
Young Start	-	23998	23998	23998
Big Lottery	-	-	-	13343
Robertson	-	14500	14500	-
	<u>2588</u>	<u>118757</u>	<u>121345</u>	<u>127841</u>
Investment income				
Bank Interest	<u>354</u>	<u>-</u>	<u>354</u>	<u>342</u>

Notes to the Financial Statements

As at 31st March 2015

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
3. Resources Expended				
Expenses for charitable activities				
Healthy eating	1240	4419	5659	6563
Outings	-	1059	1059	2813
Arts and crafts	1106	4017	5123	3836
Other programme costs	1953	1300	3253	5981
Wages and salaries	-	86453	86453	98970
Recruitment	-	-	-	393
Staff training	-	55	55	1464
Travel & subsistence	140	-	140	-
Work wear	103	66	169	261
Rent	381	6000	6381	12511
Rates and heat & light	853	1908	2761	4120
Insurance	-	1376	1376	1336
Cleaning	63	828	891	285
Telephone	-	304	304	610
Stationery	91	100	191	142
Subscriptions	-	-	-	234
Repairs and renewals	2207	2208	4415	3469
Professional Fees	228	987	1215	-
Depreciation	321	-	321	184
Bank charges	221	-	221	262
	<u>8907</u>	<u>111080</u>	<u>119987</u>	<u>143434</u>
Governance costs				
Accountancy fees	<u>1872</u>	<u>-</u>	<u>1872</u>	<u>2934</u>

Notes to the Financial Statements

As at 31st March 2015

2015	2014
£	£

4. Paid Employees

Staff Costs

Gross wages, salaries and benefits in kind	82407	91598
Employer's National Insurance costs	4074	7372
Training and other payroll costs	55	1857
	<u>86536</u>	<u>100827</u>

Average number of full-time equivalent employees in the year

Charitable Activities	<u>4.5</u>	<u>4.5</u>
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5. Tangible Fixed Assets

Fixtures and fittings	Total
£	£

Cost

As at 1 April 2014	4576	4576
Additions	-	-
Disposals	-	-
As at 31st March 2015	<u>4576</u>	<u>4576</u>

Depreciation

As at 1 April 2014	4025	4025
Charge for year	321	321
As at 31st March 2015	<u>4346</u>	<u>4346</u>

Net book value

As at 31st March 2015	<u>230</u>	<u>230</u>
As at 31st March 2014	<u>551</u>	<u>551</u>

6. Taxation

The company is registered as a charity and is therefore exempt from taxation on its charitable activities.

Community House Limited
(A Company Limited by Guarantee)

Notes to the Financial Statements

As at 31st March 2015

	2015 £	2014 £
7. Creditors : amounts falling due within one year		
Accruals	1560	1560
Credit Card	1000	1450
PAYE	1579	1942
	<u>4139</u>	<u>4952</u>

8. Resources Expended include:

Fees for examination of the Accounts	360	360
Accountancy fees	1200	1200
	<u>1560</u>	<u>1560</u>

9.Trustee Remuneration and Related Party Transactions

No members of the management committee other than Elaine McDonagh received any remuneration during the year. Elaine McDonagh receives a salary for her work as project manager.

10. Analysis of funds

	Fund Brought fwd	Incoming Resources	Outgoing Resources	Transfers	Fund carried fwd
General Funds					
Unrestricted income fund	74369	2942	10779	-	66532
Opening bank adjustment	<u>(3775)</u>	-	-	-	<u>(3775)</u>
	70594	2942	10779	-	62757
Restricted Funds					
Big Lottery	-	-	(420)	-	420
Young Start	1967	23998	23724	-	2241
STV Appeal	2000	-	-	-	2000
Link Up	3000	-	-	-	3000
Children In Need	638	42079	41889	-	828
Building fund	29619	-	-	-	29619
Clackmannanshire Council	7756	38180	36566	-	9370
Coalfields	2340	-	-	-	2340
Robertson	-	14500	9321	-	5179
	<u>117914</u>	<u>121699</u>	<u>121859</u>	-	<u>117754</u>
Total funds	<u>117914</u>	<u>121699</u>	<u>121859</u>	-	<u>117754</u>

11. Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members are liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.